



# EXTRA

## TRANSITION

## Reminders & Announcements!



### REMINDERS "To Do"!

For [Sourcing & Contracting solicitations](#), Suppliers can **submit electronic responses until April 15.**

Finalize all [Quick Quotes & VBO Buyer Solicitations](#)

\*QQ will have full access, with responses, right up until noon April 28th. If you are still in evaluation stage April 28th, you will lose that information once cutover begins.

**\*\*Corrections\*\*** [Stop Contract updates/adds starting April 18th.](#) Contract records (MAs) not finalized will not be converted to the new platform. Please submit to finalize all contract records. Any new contracts (including SS/EMG) or updates to existing contracts that occur after April 18th (5pm) must be documented and manually entered into the new platform.

Check out the [Important Dates](#) reference guide for full details.



Must read resources posted to the [Transition Newsroom!](#)

[That's a Wrap! Close Open Orders Before Cutover!](#)

[Know Before You Post - Transition Impacts to Solicitations!](#)

[Conversion Roadmap](#)

Contact your DPS Account Executive if you have questions or need assistance or eVA Customer Care (866-289-7367).



### Complete before Cutover (targeted to begin noon April 28th)

- Composing requisitions will not be converted. Submit your requisition for approval & make sure it is FULLY approved.
- All solicitation responses should be opened and solicitations evaluated and awarded. If evaluation and award is not

### Compatible Browser Updated!

If you still use Internet Explorer or Safari, please note these will not be supported by the new platform. We're urging all users to transition to Edge, Chrome or another supported browser now!

For information about supported browsers, visit <https://eva.virginia.gov/eva-browser-optimizer.html>.

complete, download and save responses for entry and upload them into the new platform after we go live May 2. (see **Helpful Tips** below for more info)

- Contracts that have ended will not be converted. Renew contracts to current term.



## Supplier "Need to Know's"

**Supplier account changes will be paused beginning April 8th through May 2nd** due to eVA's transition to a new platform. If they have an urgent business reason that impacts a procurement, please ask them to contact eVA Customer Care at 866-289-7367.

New registrations will be allowed through April 11th and asked to be paused 2 weeks prior to go live.

Suppliers pending approval will not be converted. Suppliers should complete the registration process prior to cutover.



### Supplier training resources are now available!

We want to make sure our suppliers are familiar with the new platform and its features. They will find new training resources off the [Transition Newsroom](#) page under [Information for Businesses \(Suppliers\)](#). This training is available 24/7 so you can fit it into your schedule when it's convenient.

- What Will You Learn About?
- Account Maintenance/Updates
- Access Your Orders
- High level Overview for Responding to Solicitations
- Catalog Creation

If they want a Preview of the New Platform... Sign-up for one of the LIVE demo sessions offered in April. [Sign-up Now](#)

A communication with this information was sent to suppliers March 24. The message is also in the Transition Newsroom and an intercept message is posted off "Vendor Log In" from the eVA website home page.

Visit the [eVA Transition Newsroom](#) for the latest on eVA's move to a NEW platform



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